

ANONYMOUS COMPLAINTS
(PROPOSED ADDITION TO KEB-R)

Written and signed complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded unless one of a few exceptions listed below is met.

The Superintendent will develop procedures for the prompt and fair attention to complaints against school personnel, including informing the subject of the complaint of the complaint and affording her/him the opportunity to present facts and evidence. To properly investigate a complaint, it is often necessary to obtain follow-up information and/or clarifications from the complainant.

Retaliation against a complainant for filing or reporting a complaint is strictly prohibited. Thus, employees should not make their concern or complaints on an anonymous basis as such limits the effectiveness of the investigation. While the severity of the allegations should be considered, due to the inability to follow-up with the complainant, it is typically appropriate to assign the lowest priority for investigation to an anonymous complaint, given other competing demands for resources. Exceptions to this priority may be appropriate if there is credible information present about:

1. Harm to children or staff members, or
2. the complaint involves damage to or waste of the property of Lowell Public Schools.